

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0139755**
POSITION NO: 242995
POSITION TITLE: _____

DATE POSTED: **01/12/15**
CLOSING DATE: **01/26/15**

DEPARTMENT NAME / WORKSITE: **Computer Operator**
DNR/Navajo Land Administration/Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB56A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM
SEASONAL: ☐ DURATION : _____ \$ 9.76 PER HOUR
TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Provide computer operational assistance to the Navajo Land Office (NLO) agency offices by scanning and uploading accurate electronic data's into the Navajo Land Title Data Systems (NLTDs) for archiving, recording, retrieval of digitized data, and document control at three (3) redounded storage sites within the United States to secure the massive Navajo Land records. Monitor and control electronic digital optimal scanning of all documents, insure the scanning is legible and link to appropriate documents for retrieval and uploading. Operate high speed printer equipment's, large map scanners and provide manual storage for the original Navajo Land documents into the storage facility for file management and archives in accordance with established records management procedures. Upload data of all current and approved home site leases, Right-of-Ways, Utility Easements, Telecommunication Cell Towers leases, Permits, and other pertinent legal documents of the Navajo Nation into the NLTDs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years related computer , data entry experience.

Preferred Qualifications:

- Two (2) years of college in computer applications.
- One (1) year of computer applications and procedures experience.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must have oral and written communication ability to provide public communication in Navajo and English to members of Chapters, programs and departments regarding the NLTDs.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.